

MINUTES

Regular Meeting of Ellendale Town Council
October 05, 2022
Council Chambers – 300 McCaulley Street

1. **Call to Order**

2. **Pledge of Allegiance/Moment of Silence**

3. **Roll Call**

Town Council Members Present:

Council Member Aaron Moore, President
Council Member Tamara Skis, Vice President
Council Member Kimberly Koukaras, Secretary

Town Council Members Absent:

Council Member Lisa Workman, Treasurer
Council Member Kim Hughes

Town Staff Present:

Craig Eliassen, Town Solicitor
Bruce Von Goerres, Chief of Police
Karen Emory Brittingham, Town Clerk

Members of the Public Present:

See Sign In Sheet, dated October 05, 2022

4. **Approval of Agenda**

MOTION to amend agenda to add Old Business 1.d. Candy Rain to agenda made by T. Skis, 2nd by K. Koukaras. **MOTION PASSED** unanimously.

5. **Reading & Approval of Previous Minutes**

MOTION to table the Approval of the Minutes from the September meeting, pending changes as submitted electronically by T. Skis made by T. Skis, 2nd by K. Koukaras. **MOTION PASSED** unanimously.

6. **Treasurer's Report**

A. Moore read a written comment submitted by L. Workman "Not giving adequate time for review." A. Moore explained the timing from receiving the statement from the bank on the 1st and providing the updated information in time for the meeting. **MOTION** to accept report as emailed made by T. Skis, 2nd by K. Koukaras. **MOTION CARRIED** unanimously.

MOTION CARRIED unanimously.

7. **Police Chief Report** read by B. Von Goerres. **MOTION** to approve verbal report and include the written report with the monthly file made by T. Skis, 2nd by K. Koukaras. **MOTION CARRIED** unanimously.

8. **Town Clerk's Report** read by K. Brittingham. **MOTION** to approve verbal report and include the written report with the monthly file made by T. Skis, 2nd by K. Koukaras, **MOTION CARRIED** unanimously.

9. **Ellendale Volunteer Fire Company Report:** T. Skis asked that this be removed from the agenda and only included when requested by the Fire Company. We do not need a place holder and no need to send minutes. We have a liaison and the town is strapped for time and resources. Other things to focus on as we continue to grow. The liaison will let us know if something needs to be added to the agenda. **MOTION** made by T. Skis to not have the Ellendale Volunteer Fire Company report as an agenda line item, 2nd by K. Koukaras. **MOTION CARRIED** unanimously. Rowland Moore is the liaison with the Fire Company.

OLD BUSINESS:

1. Committee Updates:

- a. **Family Fund Day Festival:** L. Workman (written comment read by A. Moore) suggests setting a date for next year. Discussion on dates. **MOTION** made by T. Skis to TABLE further discussion until November meeting, 2nd by K. Koukaras. **MOTION CARRIED** unanimously.
 - b. **Youth Council:** L. Workman (written comment read by A. Moore) requested dates to meet to discuss the Youth Council October 22nd @ 10:00 am or October 26th @ 6:30 pm. **MOTION** made by T. Skis for clarification on the status of the reinstatement of the Youth Council and asked for further information for the November meeting, 2nd by K. Koukaras. **MOTION CARRIED** unanimously.
 - c. **Tree Lighting:** Roxann Moore was present to provide additional information on the lights, including location and cost. The date for the tree lighting is always the Saturday after Thanksgiving, and this year will be Saturday, November 26, 2022. She will continue working on the fundraising for this, as well as future events. Suggested a “festivals” workshop in January to address fundraising, planning activities and contacting townspeople...get things in place for all activities. T. Skis felt that liability is a concern, what about damage? (confirmation that electric source is available at the gazebo). T. Ottomano asked about the existing \$1,000 budget and what funds are available. A. Moore stated there is approximately \$800 still in the budget. T. Skis asked what is needed. Roxann Moore said the donation letter needs to be finalized and a list of people to contact needs to be available. A. Moore said a list of all the current town Business License holders will be available. The goal is to raise as much as possible. A. Moore also expressed concerns with vandalism. T. Skis suggested getting as “high up as possible”. Roxann Moore will meet with K. Brittingham for list of business licenses, donation letter and how to make checks payable.
 - d. **Candy Rain:** T. Skis confirmed that Jay Jones will be responsible for the event, which will be October 30, 2022 from 1:00 to 3:00. “In the Park after Dark” will start at 7:00 with the movie “Haunted Mansion”. There will be no rain date.
2. **Annexation/Subdivision Updates:** A. Moore provided a general update on West Ellendale and Garey Farm, all information has been turned in to the State, including the enclave of Starwood. The 11 acre extension for Ingram Village has also been submitted to the state and because it exceed 10 acres must go through the election process. The

needs to be clarification on the provision of water and sewer, as there are new agreements with the County that we not in place at the time of the first annexation. C. Eliassen asked for clarification that Artesian was on board with any agreement. **MOTION** made by t. Skis to allow Insight Homes to continue with the annexation to add the 11 acres to the existing Ingram Village, 2nd by K. Koukaras. **MOTION CARRIED** unanimously.

- a. **Newdale Acres** – A. Moore reported the vote was favorable for the annexation and read the “FINAL RESOLUTION” 2022-10-1 allowing the annexation of 151.03 acres. **MOTION** made by T. Skis to accept the Final Resolution, 2nd by K. Koukaras. Roll Call T. Skis YES, K. Koukaras YES, A. Moore YES, L. Workman ABSENT, K. Hughes ABSENT. **MOTION CARRIED**. T. Skis thanked the election committee for their service. A. Moore read written comment from L. Workman regarding “...builders/buyers being at quarterly meetings...” A. Moore will ask for clarification at the November meeting.

3. Town Hall/Administrative Updates

a. Financial Audit

- a. **Line of Credit** – A. Moore provided an update on a meeting with George Luff, from Luff & Associates. He needs to review the 2018 Report from Sombar as a starting point for moving forward. Need to get away from paper and get automated. Money in each account need to be reviewed. There is a lack of infrastructure and it needs a major upgrade. The \$30,000 - \$35,000 is a starting point and not an actual price, which depends on what is found. The earliest he can start in January. A. Moore read the comments from L. Workman “...we need to advance with a plan for our growth...” T. Skis is uncomfortable with a Line of Credit without more information on what infrastructure needs to be upgraded. She wants to know more about the cost and what is covered. A. Moore said this amount is beyond what council can do and would need a public hearing and an election for approval. This is over the borrowing limit. A. Moore said G. Luff is “spot on” regarding what is needed but it is a lot to consider and more information is needed. T. Skis said more information is needed. A. Moore said it is going through the records, setting new accounting procedures, getting checks and balances and getting ready to be audited. T. Skis wanted to know what we are taking on and how are we going to manage it. A. Moore have G. Luff at a meeting to answer questions and address concerns. This may have to wait till next year to adjust the budget and factor in the new tax revenue. **MOTION** made by T. Skis to TABLE the request and to schedule a special meeting to discuss the options, 2nd by K. Koukaras. **MOTION CARRIED** unanimously.
- b. **Delinquent Property Taxes** – A. Moore read L. Workman’s letter and explained that she will not be going any further with tax collection. Updated tax information was provided to the clerk on Monday. One person has been served but seems to be confused on what he owes. He asked if anyone was interested in taking on the tax collection. T. Skis will

do this till the first of the year and suggested that L. Workman turn over all information to date and remove her from all discussions and communication. A. Moore stated he would rather her be able to continue with the one existing filing and will get up with her for further clarification T. Skis also requested a clarification on the requirement(S) from the Charter.

- c. **Fire Hall Rental, Rental Options** – A. Moore reported that at the August meeting of the Fire Company it was agreed to charge the Town \$100 per meeting. A. Moore read L. Workman’s comments and clarified what happened with New Hope which went from free rental to a “donation” and no amount was specified. A. Moore could not authorize the payment without Council approval and therefore the meeting regarding Ingram Village had to be cancelled and rescheduled. T. Skis said it needs to be a set price. A. Moore said if it were a donation, he said he would rather something in town have priority. He preferred the Fire Hall. T. Skis asked if a donation was appropriate, C. Eliassen said it is not prohibited, but from a policy standpoint it is not a good idea. V. Weller was more comfortable with supporting the Fire Company and not a business. **MOTION** made by T. Skis for L. Workman to write a letter to New Hope requesting a flat rate for service(s) and not a donation, 2nd by K. Koukaras. **MOTION CARRIED** unanimously. Further discussion regarding charging Fire Company for permits or Business License for related contractors. B. Von Goerres felt this was a good time to rebuild the relationship. Issue a permit, but do not charge. R. Moore asked to wait until after the (Fire Company) meeting on Tuesday to discuss the options. T. Skis said take the money from the contractor, but not the fire company. K. Koukaras agreed. **MOTION** made by T. Skis to **TABLE** any further decision until after the meeting on Tuesday, 2nd by K. Koukaras. **MOTION CARRIED** unanimously.
- d. **Computer Status** – T. Skis reported on the computers, their ability to be shared and the server. It will take more money and a determination on what to spend the money on. It is money we do not have. Quickbooks cannot “talk” between computers. A. Moore suggested bring more information on the cost to the November meeting.
- e. **State Street Sidewalk Survey Update** – A. Moore provided an update on the survey work, which is done in the field, but there has been no bill and no further information provided. He has contacted them several times and will attempt to talk to them again. He read comments from L. Workman, but it was not related to this project. The funds for payment come from grant money.
- f. **Public Comment Form** – K. Brittingham provided information on the form which will enable better communication to provide comment at the public meetings. **MOTION** made by T. Skis to try it out for the next meeting, 2nd by K. Koukaras. **MOTION CARRIED** unanimously.

- g. **Surplus Vehicles (Ellendale Police Department)** – B. Von Goerres provided an update that information on the vehicles has been sent to other departments and one dealing with antique police vehicles for parades, etc. may be interested. He has sent them information. **MOTION** made by T. Skis to review any offer and if not to send them to Wilson’s Auction after October 19, 2nd by K. Koukaras. **MOTION CARRIED** unanimously. B. Von Goerres reminded them that all equipment must be removed prior to taking to the sale.

NEW BUSINESS:

1. **Halloween Trick or Treat Date** – Discussion to set date and time for Trick or Treat, **MOTION** made by T. Skis to set date as Monday October 31, 2022 from 6:00 to 8:00 pm. 2nd by K. Koukaras. **MOTION CARRIED** unanimously.
2. **Ingram Village – Community Meeting Update** – A. Moore reported that Insight had informed him prior to the meeting that they did not want to participate. T. Skis said the residents would still like to have the discussion and the council needs to hear the concerns and use the information to improve the relationship between the town and the builder. Need to learn from this as we grow forward. Brett Magnum, from Insight Homes want to be clear that they welcome any opportunities to talk to the town. We have legal issues we are trying to get clarification on, where are we going with an HOA, how are we moving forward.....we have tons of questions that need to be answered before a public meeting. I am not going to take responsibility for something that I did not do. I agreed that I misunderstood the meeting and I welcome any opportunity for a work session. We are spending millions of dollars and we need to talk about how to move forward. Roxann Moore suggested a workshop, showing the potential of what is being done. T. Skis said there are a lot of concerns in Ingram Village and the town needs to have a conversation with the residents and needs to know what they are looking for. The conversation needs to be had. (NOTE: A motion was made to schedule a meeting for 10/27 but the Fire House was not available to the motion was to cancel the meeting and discuss a future meeting date). **MOTION** made by T. Skis to **TABLE** a meeting pending information on a date and location, 2nd by K. Koukaras. **MOTION CARRIED** unanimously.

CORRESPONDENCE: A. Moore reported a letter was received regarding a flooding issue in Ingram Village. The Conservation District is working to resolve the problem including silt fence removal, clogged drains and inadequate storm drainage. Information was received regarding a Community Block Development Grant, with further information to be available at the November meeting. This is something the Town participates in every year. Another letter was received regarding excessive speeds on Willow Street. Looking in to several options for resolution.

RECONITION OF VISITORS:

Tony Ottomano provided an update on the storm drainage in Ingram Village. Specifically, the “filter sock” was full. It eventually drained, but it was draining slow due to the amount of rainfall. Also mentioned that he has lived in Ingram Village for over five years. Insight Homes is a great thing but they are concerned on “how the gaps are gonna close”. This is not a firing squad we just want information on common areas, trees, etc.

W. Sebastian had concerns on who is tax payment for this hear was handled The bill was paid, then the mortgage company paid and challenges getting the correct information and refund. K. Brittingham explained the challenges and concerns were being identified and addressed before the next tax mailing,

Terrie Ottomano had a concern with feral cats and how they are handled . Additional discussion and information will be at the November meeting. She also had concerns regarding the challenges with Quickbooks. A Moore discussed what had been happening with the updates and hopefully they have been resolved. The credit card availability has not been resolved.

J. Roney wanted to confirm that additional police officers were being worked on for Bruce to have back up. A full time officer is needed to assist him. Is it being taken care of in the budget process? Chief explained some of the challenges across the country with staffing. All of the departments are under manned. We are working on the budget, including grants.

Tony Ottomano said the computer problem needs to be solved of else “we are stuck in the mud”.

Roxann Moore asked about outside help from senators, state auditor, grants, etc. She offered to help in workshop(s), including with Insight Homes.

EXECUTIVE SESSION: None

ADJOURNMENT: **MOTION** made by T. Skis at 9:27pm to adjourn, 2nd by K. Koukaras.
MOTION CARRIED unanimously.